

CLASS SPECIFICATION

County of Fairfax, Virginia

CLASS CODE: 1891

TITLE: IT PROGRAM DIRECTOR I

GRADE: S-33

DEFINITION

Under administrative supervision, provides planning, direction, and integration of activities and resources for a major information technology operation that has County-wide or multi-agency impact. The operations can include IT planning and research, technical support services, and/or IT policy development; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

This is managerial work ensuring the effective functioning of a major IT area program and its integration in County or multi-agency operations. Although positions in the IT Program Director I and II classes share common administrative duties, positions in this class manage operations dealing with technology that is less dynamic and changing than positions in the IT Program Director II class.

ILLUSTRATIVE DUTIES

Manages all activities relating to the policy, development and implementation of the County IT strategic plan.

Combines the goals of the County or multiple agencies with advancements in the IT field into specific IT goals, objectives, and solutions for effective operations.

Directs and manages the provision of a broad range of technical support services to assist individual users and County agencies in maximizing business value derived from information technology.

Directs the development of IT project plans by facilitating and directing multi-disciplinary teams, developing and evaluating RFP's, tracking expenditures, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of organizational management, budgeting, personnel administration, and financial management;

Extensive knowledge of County government operations;

Knowledge of the methods and practices of operational short- and long-range planning;

Ability to supervise and provide leadership to individuals as well as groups of employees.

Understanding of the capabilities and requirements of various computer platforms and their potential impact on operations.

Considerable knowledge of the administrative/operational areas (e.g., planning, training, etc.) relevant to the position.

EMPLOYMENT STANDARDS

Any combination of education, experience and training equivalent to the following:

Possession of a bachelor's degree in computer science, or closely related field; PLUS

Seven years of progressively responsible experience in applying information technology to meet the needs of a government or business organization.

CERTIFICATES AND LICENSES REQUIRED

CLASS CODE: 1891

TITLE: IT PROGRAM DIRECTOR I

GRADE: S-33

None.

ESTABLISHED: May 24, 1999